



**BOYS & GIRLS CLUBS**  
OF LAS VEGAS

**Full-Time Employment Opportunity**  
B.C. McCabe Clubhouse

<b>Position Title:</b>	Teen Director	<b>FLSA:</b> Exempt
<b>Reports To:</b>	Clubhouse Director	

**Job Summary:** Responsible for the delivery of teen programs, including planning, development, and implementation. Assists in the recruitment of teen members.

**Major Duties and Responsibilities:**

1. Plans and oversees the administration of Teen programs and activities that support Youth Development Outcomes:
  - ◆ Establishes Teen program objectives consistent with organizational goals and mission.
  - ◆ Oversees the provision of day-to-day program activities in accordance with established standards and goals.
  - ◆ Ensures that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area.
  - ◆ Demonstrates leadership to assure conduct, safety and development of members.
2. Plans and implements teen programs and activities. Evaluates programs on a continual basis and ensures programs/activities address the gender and cultural diversity of members. These include Keystone, Youth of the Year, Smart Moves, academic enrichment via tutoring and case management, and other programs.
3. Ensures that teen members participate in the programs and receive respect and recognition for doing so. Take advantage of opportunities to promote personal, educational, or career advancement for youth members to include scholarships, contests, and opportunities for recognition and job readiness.
4. Ensures that programs are safe, appropriate, and based on the mission of the Boys & Girls Clubs of Las Vegas. Enforces and abides by Clubhouse rules, organization policies, procedures and practices.
5. Manages administrative functions for teen programs and activities, including monthly reports, program schedules, daily attendance, and other recordkeeping as necessary. Responsible for the Keystone budget.
6. Serves as a mentor for teen members. Provides guidance and direction to members on a daily basis. Establishes standards, expectations, and consequences for inappropriate youth behavior in accordance with organization guidelines. Applies consequences that are fair, consistent and age appropriate. Assesses member behavior needs and recommend plan of

action. Provides written documentation for behavioral issues. May consult with parents/guardians with the approval of the Clubhouse Director.

7. Assists other club staff in the recruitment of teen members through outreach efforts.
8. Oversees cleanliness and safe operation of the teen area. Also assists other staff with the cleanliness and safe operation of the rest of the facility and the grounds.
9. May be required to drive club van for field trips and other teen activities.
10. Works cohesively with other club staff, helping to foster a positive environment for staff and members. Assists in other program areas as needed.

### **Additional Responsibilities:**

1. Participate in the required operational functions of BGCLV special event fundraisers.
2. May assist in other program areas as assigned.
3. May implement special projects and activities.
4. May provide attention and direction to special needs children.
5. May be assigned other duties as requested by supervisor.

### **Relationships:**

**Internal:** Maintain close daily contact with teen members, Clubhouse staff, volunteers, and Clubhouse Director to receive and provide information, discuss issues, explain guidelines and instructions, and facilitate the implementation of Teen programs.

**External:** Forge relationships and maintain contact with community groups, schools, members' parents and others to identify youth who may benefit from participation in BGCLV Teen programs and to assist in resolving conflicts.

### **Skills/Knowledge Required:**

- ◆ Four-year degree in related field from an accredited college or university.
- ◆ A minimum of two years progressively responsible experience working with youth ages 13 through 18 (experience with at-risk youth preferred).
- ◆ Strong communication skills, both verbal and written.
- ◆ Ability to deal effectively with multi-age children, small groups of children in activities and free play, and large groups of children in organized activities.
- ◆ Demonstrated ability to handle multiple demands from several people.
- ◆ Ability to interact well with the public and co-workers.
- ◆ Ability to meet deadlines with severe time constraints.
- ◆ Demonstrated ability to take responsibility for the safety and well-being of others.
- ◆ Demonstrated leadership, organizational, project management and planning skills.
- ◆ Proficient in Microsoft Word and Internet use.
- ◆ Bilingual (English/Spanish) preferred.
- ◆ CPR/First Aid

## **Physical Requirements:**

- ◆ Ability to sit, walk and stand for prolonged periods, and walk quickly on occasion
- ◆ Ability to bend or twist at the neck and trunk to supervise youth
- ◆ Ability to squat, stoop and kneel to access low level storage areas, cabinets and supplies,
- ◆ Ability to reach forward and above the head to access high shelves, supply areas, etc.
- ◆ Ability to repeat the same hand, arm or finger motion for typing
- ◆ Ability to grasp and hold a variety of items
- ◆ Manual and finger dexterity sufficient for typing, making minor equipment repairs, etc.
- ◆ Ability to lift articles weighing up to 50 pounds from floor to waist, such as snack bar supplies and recreation equipment.
- ◆ Ability to carry items up to 25 pounds
- ◆ Ability to push and pull articles weighing up to 75 pounds such as recreation equipment, furniture, pool tables and other equipment, and supplies over carpeted and tiled floors, concrete, blacktop or paved roads and other rough outdoor surfaces
- ◆ Ability to work inside and outside, in temperatures above 100 degrees, and in inclement weather (seasonally/occasionally).
- ◆ Ability to work in confined spaces and/or cramped body positions such as closets and other storage areas
- ◆ Ability to work in loud noise areas with hearing protection, when needed, such as busy programs areas where many youth are assembled for activities
- ◆ Ability to work in athletic environment around team sports occasionally
- ◆ Ability to see distant and close objects clearly and with good depth perception for supervision of youth
- ◆ Ability to hear conversations in both a noisy and quiet environment, and ability to tell from where a sound is coming
- ◆ Ability to discern differences among bells, buzzers, beeps, horns, etc.
- ◆ Ability to effectively communicate through speech
- ◆ Ability to effectively work alone (not within shouting distance of others)
- ◆ Ability to occasionally work irregular or extended hours
- ◆ Ability to work with oils or petroleum products and chemicals such as solvents and degreasers
- ◆ Ability to work with certain types of gases, fumes or sprays.

***Starting Salary \$28,000 & Benefits***

***Fingerprint Background Checks & Drug Testing  
Required as Conditions of Employment***